

FAQ- Hiring an Unpaid Intern

I. Non-Rowan Undergraduates or Graduate students

- a. Complete the RowanSOM Disclosure and Application Form
- b. Complete the Internship Program Application Packet
- c. Complete the RowanSOM Criminal Background Check Form
 - i. Background check can take 4-6 weeks
- d. Note- Current GBSB students should contact Human Resources (HR) to see if new Background Check needs to be completed
- e. Complete required TB Testing as required- contact HR for assistance

II. High School Students Only

- a. Form A300 – New Jersey Department of Education Combined Certification Form
- b. Parent Consent Statement and Insurance Documentation Form
- c. Complete required TB Testing as required- contact HR for assistance

III. All forms submitted to Office of the SOM Dean for Research

- a. Submit to Marion Dugan at duganmc@rowan.edu
- b. Forms submitted to HR for review
- c. Forms submitted to Environmental Health & Safety (SOM) for determination of required trainings and appropriate committee approvals as needed